NOTE:
- All questions are compulsory.
- Figures to the right indicate full marks.
- All questions carry equal marks.

Q.1 A. Choose the correct alternatives : (ANY 8)   (8M)

1). IP address stands for _____.
   a) Interactive tool   b) internet protocol   c) intelligent protocol   d) information protocol.

2). _____ is a collection of related data or information.
   a) Knowledge   b) data   c) database   d) information

3). Mechanism to protect private networks from outside attack is _____.
   a) Firewall   b) antivirus   c) digital signature   d) formation

4). _____ are the policies that govern the operation of a computer system.
   a) Procedure   b) people   c) hardware   d) software

5). _____ are style that can be applied to text to create a visual effect.
   a) alignment   b) indent   c) word art   d) none of these

6). Digital signature assurance _____.
   a) integrity   b) privacy   c) confidentiality   d) format

7). which of the following is not a font style_____.
   a) Bold   b) italics   c) regular   d) superscript

8). Packet filtering is the technique of _____.
   a) Firewall   b) DNS   c) spam   d) ecommerce

9). which function gives remainder of the division in excel _____.
   a) = SUM( )   b) = DATE( )   c) = MOD()   d) = NOW ( )

10). Portrait and landscape are
   a) page orientation   b) Page size   c) page layout   d) page setup.

Q.1 B. State whether the following statements are True or False. (ANY7)   (7M)

1). BIT is the smallest unit representation by computer system
2). MS power point animation option is available in view ribbon
3). C2B means consumer to business.
4). Gmail is a search engine.
5). Multiple animations can be added to single object.
6). Extranet has a huge implementation cost.
7). Amazon is a business portal.
8). Sniffing refers to listening to conversation.
9). Ctrl+ F is used to search word in MS- WORD.
10). LAN stands for local area network.

Q.2. Answer the following:-

A). What is computer? Describe features of computer.   (8M)
B). Define software? Explain types of software.   (7M)

or

C). Explain in details about computer memory.   (8M)
D). Explain type of network topologies.   (7M)

Q.3. Answer the following:-
  A). Explain any five functions of Excel   (8M)
  B). Explain any three options of Home Tool Bar in MS Word.   (7M)
<div align="center">or</div>
  C). Explain the following in power point.
     a) Slide transition b) Slide show c) Smart Art d) Custom Animation   (8M)
  D). Explain uses of Excel.   (7M)

Q.4. Answer the following:-
  A). Explain the advantages of E-Commerce.   (8M)
  B). What is EDI & write the benefits of EDI?.   (7M)
<div align="center">or</div>
  C). Explain the various threats and risk involved in E- commerce.   (8M)
  D). List the steps to create Email ID and to send a mail   (7M)

Q.5. Answer the following:-
  A). Explain WWW & types of Websites.   (8M)
  B). Explain the Extranet & Intranet.   (7M)

<div align="center">or</div>

Q.5. Write short notes on :- (Any 3)
  1). Mail Merge   (15M)
  2). HUB
  3). Types of Computer
  4). RAM
  5). Architecture of Computer